

# CITY OF LONG BEACH, CA

INVITES YOUR  
INTEREST IN  
THE POSITION OF

## RISK MANAGER

***[longbeach.gov/HR](http://longbeach.gov/HR)***



**BOB MURRAY  
& ASSOCIATES**  
EXPERTS IN EXECUTIVE SEARCH



## THE COMMUNITY

Ideally located on the Pacific Ocean, the City of Long Beach, California (population 462,257) is frequently described as a series of strong, diverse interwoven smaller communities within a large city. Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen Mary and the annual Toyota Grand Prix of Long Beach, plus a wide variety of other attractions (two historic ranchos, three marinas, and five golf courses), serve to draw 5.5 million visitors a year. The City is also home to California State University, Long Beach and Long Beach City College. Cal State Long Beach is the second largest university in the state and has consistently ranked among the top best value public colleges in the nation. Serving the K-12 student population, the Long Beach Unified School District consistently ranks among the Top 10 urban school districts in the country. Covering approximately 50 square miles, Long Beach is supported by a wide mix of industries with education, health and social services, manufacturing, retail trade, and professional services comprising the highest representation. While it offers all the amenities of a large metropolis, many say Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness despite its size. Long Beach is the seventh largest city in California, and celebrates its vibrant diversity. The City has the following ethnic breakdown: 40.8 percent Hispanic, 29.4 percent White, 13.0 percent Black, 12.6 percent Asian, and 4.2 percent all other ethnicities. A superb climate, quality schools, a vibrant downtown, and a wide variety of neighborhoods help make Long Beach one of the most livable communities in the country.

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## THE CITY GOVERNMENT

Long Beach is a full-service Charter City governed by nine City Council members who are elected by district and a Mayor that is elected at-large. Elected officials also include the City Attorney, City Auditor, and City Prosecutor. The Council Members and the Mayor are subject to a two-term limit, which allows them to serve for a maximum of eight years. The City Council appoints a City Manager and a City Clerk. The City Manager is responsible for the efficient administration



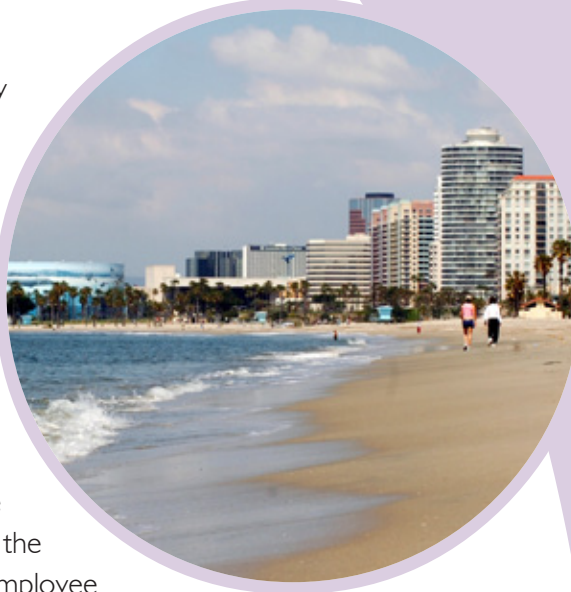
of all City departments, excluding those under the direction of a separately elected official, Board or Commission. Long Beach is a full-service city providing all traditional services. In addition to its traditional services, Long Beach maintains one of the world's busiest seaports, which serves as a leading gateway for international trade. The City also has its own full-service commercial airport, Gas & Oil Departments and is one of only three cities in California with its own Health Department. Long Beach is supported by a total FY2016 budget of approximately \$2.7 billion, with the General Fund budget totaling \$427 million. More than 5,800 full and part-time employees support municipal operations with the majority being represented by nine employee associations. For additional information on the city, go to [longbeach.gov](http://longbeach.gov).

## HUMAN RESOURCES DEPARTMENT

The City of Long Beach Human Resources Department supports and provides leadership for over 6,000 full and part-time personnel in more than 500 classifications spread throughout 22 City Departments. As an internal service department, Human Resources provides other City departments the support they need to accomplish their respective service objectives. Human Resources is organized across four Bureaus:

*Executive Office* - led by the Director of Human Resources, this bureau provides department-wide management and support, as well as oversight of the budget.

*Personnel Operations* – led by the Deputy Director, works to ensure that the Departments are knowledgeable about and consistently apply personnel policies and procedures contained in the City Charter, Salary Resolution, Personnel Ordinance, MOUs, Administrative Regulations and State and Federal laws, through the management of City-wide employee relations, EEO, training, integrated disability management, classification and compensation, benefit administration and personnel administration.



*Labor Relations* – led by the Manager of Labor Relations, facilitates open dialogue between labor and management with the mutual goal of attracting and maintaining an efficient and qualified workforce with competitive and fiscally responsible compensation and benefits, and oversees contract negotiations for nine employee associations.

*Risk Management* – led by the Risk Manager, the Bureau aims to create and maintain increased safety consciousness and risk awareness among all employees, adequate protection for the City's human and physical resources, increased familiarity with and preparation for potential catastrophes, and good risk economics that balance protective measures, risk assumption and proper insurance coverage.

## THE POSITION

Reporting to the Human Resources Director, the Risk Manager administers a comprehensive risk management program for the City which includes overseeing and supervising a staff of 16 FTEs engaged in providing safety, risk and occupational health programs and services for the City.

The Risk Manager is responsible for identifying and measuring risk exposure, developing methods for controlling risk and preventing losses, making City-wide policy recommendations on insurance requirements, contractual language, employee safety programs, and worker's compensation risk and cost mitigation strategies. The Risk Manager also provides reports and data on risks and losses to develop loss prevention strategies. The decentralized nature of the risk management program,

requires the Risk Manager to influence best practices and recommendations through relationship building and effective communication. The Risk Manager must be familiar with the operations of every City department to be able to adequately plan and develop the City's risk management program. The Risk Manager plans and coordinates the purchase of insurance based on data and risk analysis studies, negotiates insurance coverage and policies with potential insurance carriers, analyzes the adequacy of existing insurance coverage and insurance fund availability and makes recommendations based on City needs.

The Incumbent is also responsible for occupational health programs which provide expert consultation and medically evaluates individuals to ensure a safe and healthy workforce can be maintained and the safety program which provides training and consultation services to assist in the prevention and reduction of work place injuries and illnesses and ensures the City is compliant with applicable Cal/OSHA regulations, other state and federal regulations. For additional information on the Department, go to [www.longbeach.gov/HR](http://www.longbeach.gov/HR).

A strong decision maker who will inspire confidence and enthusiasm in others is desired.

## THE IDEAL CANDIDATE

The City is seeking a Risk Manager who can develop effective working relationships with City staff of all levels, to ensure the risk management program is fully implemented. The ideal candidate will have a solid background in risk

management activities, including insurance and risk transfer, safety and loss control, workers' compensation cost mitigation, implementing administrative policies and programs, data analysis, and the ability to ensure proper risk transfer through contracts or purchase of insurance.

The incoming Risk Manager must be able to effectively prioritize multiple tasks while encouraging a cohesive department staff. A strong decision maker who will inspire confidence and enthusiasm in others is desired. A personable, energetic, team oriented manager who has the ability to make good sound decisions, and represent the department and the City in a professional manner is sought.

Candidates with knowledge and experience in human resources policies and procedures, risk management, compliance and negotiations are encouraged to apply for this position. A bachelor's degree in risk management, public or business administration is required, with a master's degree preferred and five years of progressively responsible administrative or supervisory experience in risk management activities is also required. Applicants must also possess an Associate in Risk Management (ARM) certification. Risk Management for Public Agencies (RMPE) certification and experience working with a municipal agency of similar size is highly desired but not required.

## MANAGEMENT BENEFITS

The salary range for this position is \$100,000 to \$152,000, with placement commensurate with work experience. The City's compensation package also encompasses an attractive benefits package that includes:

**Retirement** – City offers CalPERS with a benefit of 2.5% @ 55 for Classic members or 2% at 62 for new members as defined by PEPPRA, subject to the limitations set by PERS. Employee pays the employee portion. The City also participates in Social Security.

**Vacation** – Twelve (12) days after one year of service; 15 days after four years, six months of service; 20 days after 19.5 years of service.

**Executive Leave** – Forty (40) hours per year.

**Sick Leave** – One day earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums, or to pension credits.

**Holidays** – Nine designated holidays per year, plus four personal holidays to be used at the employee's discretion.

### Monthly Transportation Allowance

**Health Insurance** – Two plans are available: one HMO, and one PPO plan. The City pays major portion of the premium for employee and dependents depending on the health/dental plan selected.

**Dental Insurance** – Two dental plans are available for employees and dependents.

**Life Insurance** – City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000.

**Disability** – City-paid short-term and long-term disability insurance.

**Management Physical** – Annual City-paid physical examination.

**Deferred Compensation** – Available through ICMA Retirement Corporation.

## TO APPLY

If you are interested in this outstanding opportunity, please visit our website at [www.bobmurrayassoc.com](http://www.bobmurrayassoc.com) to apply online.

### Filing Deadline: February 26, 2016

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. Candidates will be advised of the status of the recruitment following finalists' selection. Finalist interviews will be held with Long Beach. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval.

If you have any questions, please do not hesitate to call Mr. Fred Freeman at:

(916) 784-9080

